



Information Manual
Under
The Right to Information Act, 2005

Directorate of Information Technology and Communication
Nagaland : Kohima

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1. Introduction

- 1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Information Technology and Communication, Government of Nagaland has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2. The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3. This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Information Technology and communication and the organisations under its administrative control.
- 1.4. The Department of Information Technology and Communication has designated

Shri Tongtiliba Longkumer, Asst. Director to Government as its Public Information Officer (PIO) for all matters concerning the Administrative Office.
- 1.5. A person requiring any information under the Act may contact the designated officer, **Shri Tongtiliba Longkumer**, Asst. Director Directorate of Information Technology & Communication, Nagaland, Kohima.
Telephone (O) 0370 2270902
Fax: 0370 2270903
- 1.6. The procedure and fee structure for getting information
Provisions as per Government notification vide **No. AR-3/Gen-147/2005 (A) Dated Kohima the 30th November, 2005:-**
 - (a) A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer/Head of Department/Head of Office of the public authority or the Government Department/Office.
 - (b) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft of bankers cheque payable to the Accounts Officer/ Head of Department/Head of Office of the public authority or Government Department/ Office at the following rates:-
 - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - (ii) Actual charge or cost price of a copy is given in larger size paper;
 - (iii) Actual cost or price for samples or models; and
 - (iv) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).
 - (c) For providing the information under sub-section (5) of section 7 the fee shall be charged of cash by way of cash against proper receipt or by demand draft or

bankers cheque payable to the Accounts Officer/ Head of Department/Head of Office of the public authority or Government Department/ Office at the following rates:-

- (i) For information provided in diskette of floppy rupees fifty per diskette or floppy; and
- (ii) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

(d) The fees collected under these rules shall be deposited at the end of every month, in the Government Treasury through a Treasury Challan and credited to the **head of Accounts “ 0070- Other Administrative Services”**.

1.7. The Department has designated the Secretary to Government as **Appellate Authority** under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

Shri. K.T Sukhalu, IAS
Secretary to Government,
Department of Information Technology and Communication,
Nagaland Civil Secretariat: Kohima Pin - 797004
Telephone 0370 2270253
Fax 0370 2270439
email: secyit-ngl@nic.in

2. Particulars of organization, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

2.1. Background

The Department of Information Technology and Communication(IT) was created during November 2003 vide Government order No AR-3/GEN-111/2003 dated 3rd November 2003. The State Project Implementation Unit (SPIU) which was undertaking World Bank assisted Technical education project was merged to the IT Department.

The Department was created with a view to promote the use of IT tools and build an IT interface with the rest of the country and the world.

The department of IT was re-structured during December 2008 and designated as the Department of Information Technology and Communications.

2.2. Vision

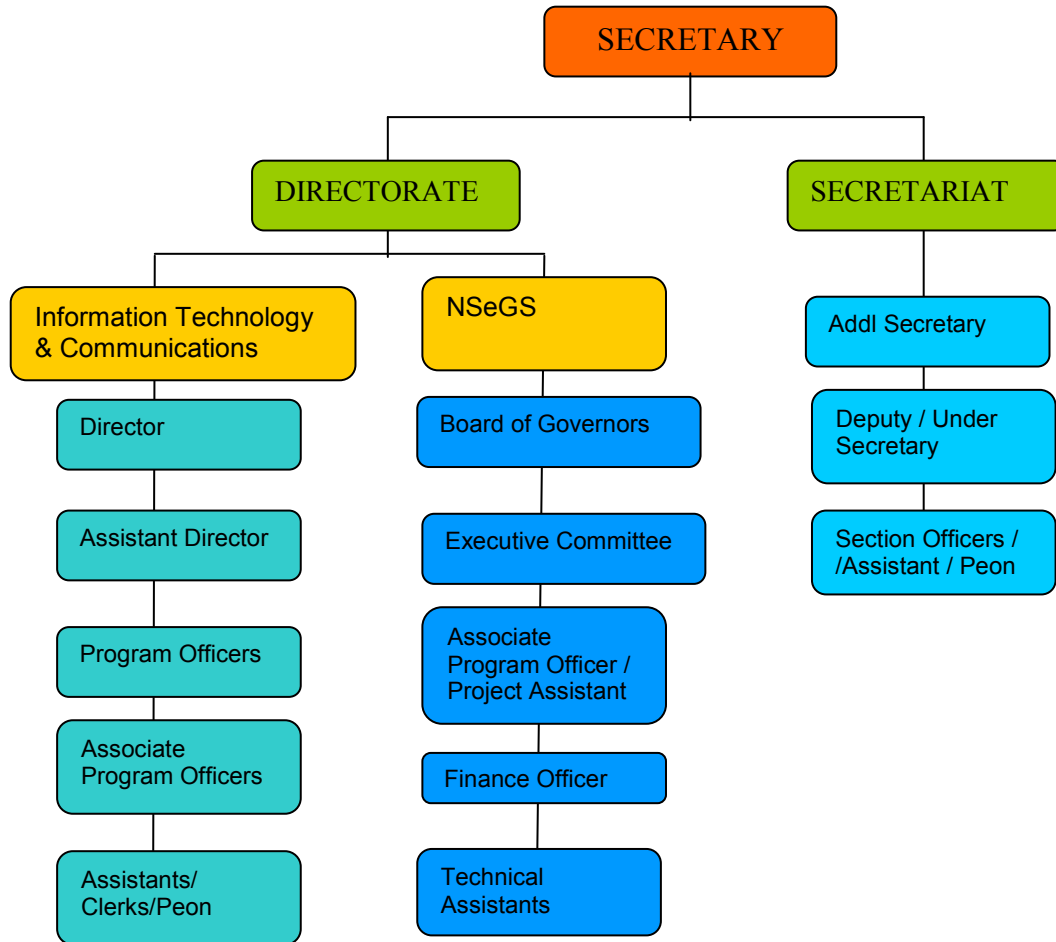
The vision of the Department is to make the State a destination for investors both within and outside the country and to initiate the people of the State to take advantage of this technology through e-Governance and providing IT- enabled services to the State, which shall aim at facilitating in providing a SMART (Simple, Manageable, Approachable, Responsive and Transparent) Government to the people, and also to inculcate quality Technical Education that caters to the demand of industry and the people.

2.3. Objective/Function

- (a) To play the role of a facilitator; defining standards; providing infrastructure support; interfacing with related institutions within the country and outside and build regulatory mechanisms.
- (b) Creation and systematic enhancement of IT infrastructure in the State through Public Private Partnerships.
- (c) Development of human resource by widening the reach of IT education in terms of quality and spatial coverage with a view to improving the employability of youth.
- (d) Encourage e-Commerce to overcome the handicap of remoteness.
- (e) Encourage electronic governance for:
 - Bringing transparency in Government operations through Government-citizen interface.(G2C)
 - Improving the efficiency and effectiveness of Government's service delivery systems.
 - Faster dissemination of information.
 - Better financial management.
- (f) Encourage and popularize IT Education

2.4. Organisation Chart

The organization chart of this department is given below:-



2.5. Address of the organization

2.5.1. Department of Information Technology and Communications
Nagaland Civil secretariat : Kohima

2.5.2. Directorate of Information Technology and Communication
Below Secretariat Complex, Thizama Road
Kohima : 797004, Nagaland
Website: www.itngl.nic.in

2.6. Office timings

Summer - 9:00 AM - 4:00PM

Winter - 9:30 AM - 4:30 PM

2.7. Activities of the Department

2.7.1. IT Policy and e-Governance Plan

The following Policy/Plan was approved in the meeting of the State Information Technology Council on 27th July 2004:

- State Information Technology Policy, has been formulated by the Department.
- State e-Governance Plan has been prepared by the department in collaboration with appointed agency, WIPRO.
- Capacity Building Road map has been prepared by the Department in collaboration with appointed agency, WIPRO.

2.7.2. Video Conferencing Facility (VC)

This is the first project taken up by the Department on its inception and commissioned in record time. The project was inaugurated by the Honorable Chief Minister and Minister for IT on the 24th of Nov 2004. Under this project, Video Conference facility has been provided to all 11 (eleven) district headquarters including CM's Residential office and office of the Resident Commissioner, Nagaland House, New Delhi.

2.7.3. VSAT/VOIP communication for ADC/SDO establishments

The Department has taken up another project to provide VSAT/VOIP connectivity all ADC/SDO Headquarters not covered by CIC facility to provide data and voice communication to facilitate efficient administration in the State. Under this programme the following places had been provided with VSAT connectivity:

- (i) Seyochung, (ii) Tuli (iii) Chizami (iv) ATI, Kohima (v) ICIT Mokokchung
(vi) Kheloshe Polytechnic, Atoizu (vii) Aboi

In addition to the above mentioned State funded project, the Government of India has come forward to provide connectivity to 38 Sub-Divisions through VSAT and LAN network. Site preparation in 24 sites have already been completed and are ready for installation. Site Preparation at the remaining sites are going on.

2.7.4. RF Network

The Department has been undertaking this project of providing Radio Frequency connectivity to the Directorates and other important establishments in the State Capital. The total number of locations covered so far is 40 out of which 10 offices under WIMAX, RF to be upgraded to WIMAX covering 60 offices.

2.7.5. State Network Operating Centre

The State Network Operating Centre will be the main hub where all network transaction will be managed. State portals, E-mail services etc will be hosted from this center. Gateway to Internet facility for the radio network will be done from this center. A room in the New Secretariat has been allotted to the department and necessary renovation, furnishings, wiring etc. are completed..

2.7.6. Web Portal for Community Information Centres (CICs)

The department is in the process of developing a web portal for Community Information Centres, which would provide better and faster government to citizen (G2C) services. This portal will provide greater access to news and information for the people of Nagaland in all the 52 Blocks, on the range of topics including economic development, small business, education, job opportunities and health, while also creating a network that will allow organizations to increased information sharing across the country.

2.7.7. Public Information Kiosk

The Department plans to install Information Kiosks at key locations which will provide Fast, Easy and Better access to information like Government schemes, activities, notifications, visitor guide maps, etc. This will empower citizens with knowledge based information.

2.7.8. e-Literacy Program: The Department has initiated an e Literacy project for creating awareness and promoting computer literacy in the state. The project consist of specialized trainings for some specific target group and also training of one person from every village in the basics of computers through the District e Governance Societies.

2.7.9. eModop

It is the endeavor of Government of Nagaland to provide to all citizens, integrated services, by utilizing the modern tools of Information Technology in order to ensure reliable, efficient and transparent system of governance. In order to achieve these objectives, it has been decided by Government of Nagaland to implement an e Governance project called e Modop on the lines of similar projects implemented elsewhere in the country. The vision of the e Modop project is "to provide to the citizens of Nagaland all G2C services and information with regard to schemes and programs of departments and agencies of Central, State and Local Governments in an efficient, reliable, transparent and integrated manner through easy access to Integrated Citizen Service Centers, kiosks, mobile phones and the internet". The mission statement of the e Modop project is "to provide service 2 citizens that is reliable and always available".

The objective of the e-Modop project is to offer a variety of services to citizen pertaining to various departments and agencies of central/ State and local governments through the network of CICs and internet kiosk. The services includes :-

- Electricity/BSNL Bill Payments
- Issue of birth & Death certificates.
- Filling of application for passports.
- Issue of ST/SC, Indigenous Inhabitant certificates
- Public Grievances redressal/
- Information on PDS/rural development funds to VDBs

The pilot project is already in its roll out stage. At present these services are being offered through CIC centres at the block headquarters.

2.7.10. Internet Scheme for Government Officials

To encourage and also for capacity building in using Internet facility for information dissemination as well as information sharing, a provision for wireless internet connectivity is being implemented through distribution of Data cards to all IT Nodal Officers of Departments and AHODs.

2.7.11. The Government is proposing for implementation of the Geo-Amida-Biometric Multi Transaction Terminal (BMTT) at 5 departments as pilot project.

GeoAmida-Biometric Multi Transaction Terminal (BMTT) is not just a device, but an 'innovation suite' designed with highly functional state of the art design, a fully developed Geodesic Alchemy with friendly graphical user interface. A detailed study on the same was conducted by IT Department and found it feasible for implementation in rural areas, with the following unique benefits as listed:

- Multi-purpose transaction terminal on linux platform for secured online transaction.
- Uniquely monitor the attendance of clients at remote location.
- Highly accessible mode of connection eg, Tri-band GSM / GPRS, WiFi, Ethernet, Bluetooth through compact USB.
- Other features:
 - a. In built GPS receiver
 - b. Web camera integration through USB
 - c. Bar code scanner integration through USB
 - d. Magnetic swipe reader integration through USB

- Efficiency in implementation.

The list of Departments for implementation of BMTT in pilot phase:

I. Department of Food & Civil Supplies

- **Project Proposed:** Public Distribution System (PDS) for Annapurna Scheme
- **Enrollment Process:** Each Beneficiary will be issued a Smart Card and a Biometric finger print scan of will be maintained.
- **Transaction Process:** For every transaction Beneficiaries will be prompted to produced the Smart Card and Verify Finger Print, on authentication the beneficiaries can avail necessary allocated benefits or ration... a printed receipt is issued for record.
- **Record Maintenance:** Every transaction automatically reaches the central Database for record maintenance, this will ensure transparency in the process and eliminate bogus cards.

II. Directorate of Higher Education:

- **Project Proposed:** Monitor Attendance & Salary Disbursement.
- **Enrollment Process:** Every Lecture & Ministerial Staff will enroll Biometric Finger print into the BMTT device, this record is maintained in the Central Database.
- **Transaction Process:** As per the daily norm, attendance data log can be obtain and updated automatically to the central database with the following datas per transaction:
 1. Name of the Lecturer or ministerial staff
 2. Exactly location/Date/Time.
- **Record Maintenance:** Every transaction automatically reaches the central Database for record maintenance, this will ensure the attendance of employees and eliminate bogus replacements.

III. Directorate of School Education:

- **Project Proposed:** Monitor Attendance & Salary Disbursement.
- **Enrollment Process:** Every Teacher & Ministerial Staff will enroll Biometric Finger print into the BMTT device, this record is maintained in the Central Database.
- **Transaction Process:** As per the daily norm, attendance data log can be obtain and updated automatically to the central database with the following datas per transaction:
 1. Name of the Teacher or ministerial staff
 2. Exactly location/Date/Time.
- **Record Maintenance:** Every transaction automatically reaches the central Database for record maintenance, this will ensure the attendance of employees and eliminate bogus teachers.

IV. Medical Department:

- **Project Proposed:** Medical Data Transcript.
- **Unit:** The Attendance of ministerial Staff can be maintained.
- **Transaction Process:**
 1. There can be a centralized data centre which would contain all the information and accessing this through network which would save time & cost.
 2. Alertness in case of any disease outbreaks, in such case an instant message can be transferred from the area of the outbreak.
 3. Remote patient booking: patient in remote areas where specialized health personnel's or facilities are not available can book treatments and bed in the bigger Hospital and referral centers.

V. Directorate of Social Welfare:

- **Project Proposed:** National Old Age Pension Scheme.
- **Enrollment Process:** Each Beneficiary will be issued a Smart Card and a Biometric finger print scan of will be maintained.
- **Transaction Process:** For every transaction Beneficiaries will be prompted to produce the Smart Card and Verify Finger Print, on authentication, the beneficiaries can be given pension. A printed receipt is issued for record.
- **Record Maintenance:** Every transaction automatically reaches the central Database for record maintenance, this will ensure reliable & transparency in the process.

VI. District Administration:

- **Project Proposed:** Administrative Governance
- **Transaction Process:**
 1. Every District Head quarter / Blocks will be connected to the Central Base Server wherein authenticated resources & information can be shared on priority basis.
 2. Alertness incase of any disease outbreaks, natural calamities, violence

2.7.12. Human Resource Training (HRT Hub)

Government of Nagaland (GoN) has a vision to make Nagaland the most IT literate state in the country and a global center for excellence in IT led Education, Training, Research and Development. Government of Nagaland also intends to provide employment generating courses and practices for generation of employment. The Literacy rate of Nagaland is one of the highest in the country which along with the climate is major encouragers for the development of a Human Resource Training Hub.

Delhi Integrated Multi Nodal Transaction System (DIMTS) has been appointed as the consultant for the project.

The Feasibility Report and Detailed Project Report are under preparation.

2.7.13. IT Park

The Department is initiating setting up of an IT Park under the Special Economic Zone (SeZ) for attracting investment and also envisages making Nagaland a favorable destination for IT Industries.

The IT Park shall be located at Dimapur which is the commercial capital of the state and has access to both airways and railways.

Preparation of Detailed Project Report (DPR) is under finalization.

2.7.14. Online Inner line Permit (ILP)

The Department in collaboration with NIC State Unit is implementing the Online InnerLine Permit Project. The Project will enable centralized storage of data and provide various MIS reports and statistics for enabling better decision making. The project aims at providing easy and faster process for obtaining and ILP

2.7.15. File Tracking System (FTS)

The Department has initiated implementation of File Tracking System a web based application which helps in tracking the movement of files and receipts. The application enables the users to maintain a consistent watch over the movement of various important documents, Files and Receipts at different levels in the process of decision-making, with a view towards improving the organizational efficiency and ease of monitoring and tracking the various activities within the organization.

- To be introduced in 7 Administrative offices, to be extended to all Administrative offices
- Sensitization – cum – Training on the use and implementation of FTS, being conducted by NIC for the 7 Administrative offices (Chief Minister's Office, Chief Secretary's Office, Planning & Co-Ordination, P&AR, Information Technology & Communication, Finance, Home) from 3rd to 20th August 2011

2.7.16. Mobile eClassroom

Taking IT classroom to the villages for imparting computer lessons and internet usage during off work morning and evening hours

- Pilot phase in 6 villages of 3 districts with 159 beneficiaries completed.
- Project Proposal to cover all villages under process

2.7.17. mGov-

Mobile Services Delivery Platform, eSMS services for inter and intra departmental communication and information dissemination to citizen @www.esms.nagaland.nic.in.

2.7.18. Implementation of Directory Services

The Department has initiated implementation of Directory Services to develop a Government electronic Directory services to enable citizen to find information on various departmental structure, address, portfolio, key person and contact details.

A discussion with MobMe has been initiated for providing complete solution on the project. MoU with Mobme is to be signed.

2.7.19. Year of Entrepreneur

The Department proposes to implement the following projects during the 'Year of Entrepreneur 2010-2011' to facilitate basic computer services to Call Centres, Medical Transcription Gaming, Software Development, etc.

Sponsorship of Village Level Entrepreneur (VLE) under the Common Service Centre (CSC) by way of making available the statutory Security Deposit amount of Rs. 30,000.00 (Rupees Thirty Thousand only). This would encourage entrepreneurs for appointment as VLE.

Grant-in-aid and the financial subsidies for entrepreneurs to set up Business Process Outsourcing (BPO) Call Centres.

Grant-in-aid and financial subsidies to entrepreneurs to set up Computer Training Institute in the District and Block Headquarters.

2.7.20. Optical Fiber Communication Network

In Secretariat Area, the Department is in the process of setting up an OFC Network in the Secretariat area connecting the Civil Secretariat with the Directorate offices in the area. This network will provide connectivity services like data, voice and video to the offices connected by the network. Laying of OFC is in progress

2.7.21. Regional GIS Centre and Capacity Building Centre Project:

The Ministry of Communications & IT, GOI has approved for setting up a Regional GIS Centre at Kohima through upgradation of the GIS Cell under the Planning Department, and Capacity Building Centre at ICIT, Mokokchung to be implemented through the Nagaland State e-Governance Society (NSeGS).

The Total outlay of the project is Rs. 329.23 lakhs (Rupees Three Hundred Twenty Nine Lakhs Twenty Three Thousand only) out of which 280.73 lakhs is DIT, GOI Contribution and 48.50 lakhs is State Contribution.

The Board of Governors of NSeGS have approved for expenditure of the first installment of Rs. 96.4 lakhs. Procurement and installation of equipment and software is in progress.

2.7.22. Network Connectivity for Nagaland Civil Secretariat

The Ministry of Information and Communication, Government of India has provided LAN for 100 Clients (Computers) in the Secretariat and this has been completed in collaboration with NIC.

2.7.23. National e-Governance Plan (NeGP):

The Department is implementing the centrally funded projects under National e-Governance Plan (NeGP) for initiating e-Governance in the state. Under this Programme, the Department is implementing the following schemes:

2.7.23.1. Capacity Building

The department has set up the State eGovernance Mission Team (SeMT) for implementing Capacity Building under the National e-Governance to assist the state government to carry out the groundwork for implementing the projects and also oversee operation and maintenance thereafter.

Under this programme, the department till date has initiated the following activities:

- i) The Department has conducted e-governance workshops for e-governance nodal officers from various departments
- ii) The Department has also undertaken a study and analysis on capacity building needs in the state through stakeholders' consultations with Departmental officials, District Officials, Village level citizens and NGOs.
- iii) The department in collaboration with WIPRO consultants studied, analyzed and prepared project reports on Capacity Building Roadmap for the state. The documents prepared and submitted to the Government of India are
 - Report on Stakeholder Consultations,
 - Report on Baseline Assessment,
 - Capacity Building Roadmap and a Detail Project Report.
- iv) Based on the findings of the above mentioned exercises, the Department has identified the following Six (6) core departments to initiate e-Governance activities, Detailed Project Reports has been prepared and the same had been submitted to the Government of India, Ministry of Communication & Information Technology for approval and accord of sanction.
 - Agriculture
 - Tourism
 - Education (School education, Technical Education, Higher Education)
 - Health and family welfare
 - Horticulture
 - Rural development
- v) The Capacity Building Workshop for Legislators and Policy Makers was held on the 3rd and 4th November 2008 at the Zonal Council Hall, Kohima. The workshop was graced by Shri K. Sankaranarayanan, His Excellency the Governor of Nagaland as the Chief Guest and Shri Neiphiu Rio, the Hon'ble Chief Minister gave the keynote address. The workshop was mainly to sensitize the participants about the National eGovernance Plan and the various Mission Mode Projects to be implemented by various departments of the state.
 - An e-Governance Leadership Meet for Legislators and Senior officials was organized at Hyderabad on the 27th & 28th October 2009 in collaboration with the National Institute for Smart Governance (NISG)
 - Conducted sensitization training on the use of internet and email and use of eModop Public Grievances Redressal System to the key officials.
 - implemented the job oriented professional trainings through NIITs and Aptech for 148 youths, during the State Year of Capacity Building Programme, 2009-10.

2.7.23.2. Nagaland Statewide Area Network (NagaSWAN)

SWAN is a project under National e-Governance Plan (NeGP) for provisions of a state wide information highway from the State capital up to the block levels.

Under this programme, the department till date has initiated the following activities:

- i) The Department opted for PPP (Public Private Partnership) Model for this project after studying the viabilities and benefits of the services it can provide.
- ii) The Nagaland State eGovernance Society (NSeGS) has been identified as the State Level Implementing Agency (SLIA)
- iii) Administrative approval of SWAN DPR has been accorded by the Government of India, Ministry of Communication and IT with an estimated cost of Rs.21.05 Cr (Rupees Twenty One Crore Five lakhs only).
- iv) The SWAN Request for Proposal (RFP) has been prepared and approved by GOI. RFP was floated on November 10th and implementation is to be completed by 2009. KPMG was selected as the consultants for program management.

2.7.23.3. Common Service Centers (Achievement /Targets)

The CSC Scheme is a Mission Mode Project under the National e Governance Plan (NeGP). Common Services Centers are envisioned as the front-end delivery points for Government, private and social sector services to rural citizens of India.

Present status:

- (i) IL & FS are nominated as the National Level Service agency (NLSA) by the GOvt. of India .
- (ii) 220 Common Service Centers to be established across the State, based on 1Centre per 6 Villages (1317 census villages)
- (iii) M/s Terasoftware Ltd. Hyderabad has been selected as Service Centre Agency (SCA) who will establish CSCs, on a revenue support of Rs 6700 per CSC per month from the Government of Nagaland.
- (iv) The Total outlay for the project is Rs.7.15 Crores (with 50% as DIT, Gol's Share and 50% as ACA)
- (v) The Master Service Agreement was signed with the Tera Software on 20th November 2008.
- (vi) 220 Centres are certified as Rolled Out till date and rolling out of other centres is in progress.

2.7.23.4. State Data Centre (SDC)

The SDC is another project under the National e-Governance Plan (NeGP) to consolidate services, applications and infrastructure to provide efficient electronic delivery of G2G, G2C and G2B services. These services can be rendered by the states through common delivery platform seamlessly supported by core connectivity

infrastructure such as SWAN and Common Service Centre (CSC) connectivity extended upto village level.

Under this programme, the department till date has initiated the following activities:

- (a) M/S 3i Infotech has been selected as the consultant
- (b) Detailed Project Report (DPR) has been approved by MIT,GOI at a budget outlay of Rs.30.68 Cr (Rupees Thirty crores sixty eight lakhs Only).
- (c) The Memorandum of understanding (MoU) was signed between the state government and M/s Prithvi Information solutions limited, Hyderabad, who are selected as the Data Centre Operator (DCO).
- (d) The State Data Centre is to be housed at the building of Directorate of Science & Technology, Government of Nagaland.
- (e) Site handed over w.e.f 10th May, 2010 to DCO for site preparation and implementation of the SDC.

Site preparation and physical work is in under progress

2.7.23.5. State Portal(SP) & State Service Delivery Gateway (SSDG)

The State Service Delivery Gateway project has been formulated under the National e-Governance Plan (NeGP) to fulfill the vision of providing easy and convenient services to the citizens through remote access primarily through Common Service Centres (CSCs) and enabling the State Portal (by implementing the key components State Portal viz. SSDG, electronic Form ("eForms"), Application and Computing Infrastructure).

M/s PriceWaterHouseCooper Pvt Ltd has been selected as the Consultant for preparing the State Specific DPR for short listing the System Integrator for the end to end implementation of SSDG. The Request for proposal (RFP) has been prepared and floated on 30/3/2010 for selection of implementing Agency.

2.7.23.6. e-DISTRICT

Objective:

- To undertake backend computerization of District and Tehsil Level offices to ensure delivery of High Volume Citizen Centric Services at District and Sub-District level, those which are not a part of any other MMP.
- Efficient delivery of Services with improved Service Levels through BPR.
- Extensive Capacity Building and Training of field level functionaries to ensure smooth migration to electronic delivery of services and phasing out of manual delivery of services.
- Leveraging the common Infrastructure of CSC, SWAN, SDC and SSDG.
- Providing easy, anywhere and anytime access to Govt. Services.
- Reducing citizen visit to Govt. Offices, administrative burden and encouraging e-interaction of citizen with Govt.
- Enhancing perception of Govt. and its constituent Departments.

COVERAGE AND SCOPE OF PROJECT:

- To be implemented in all districts of the country.
- Implementation to be done in 2 Phases:-
 - 1st Phase: Implementation in Districts where 70% of CSCs are operational.
 - 2nd Phase: Rest of the Districts in the State.

- The project aims at electronic delivery of all public services at District/Sub District Level, progressively. Initially 10 Categories (5 Mandatory + 5 State Specific) of identified high volume services will be taken up for implementation. While doing so, the four pillars of NeGP viz. SWAN, SDC, SSDG and CSC will be leveraged and no new infrastructure will be created.
- 5 Mandatory Services Categories:-
 - **Issue of Certificates** including Services : Birth, Death, Domicile, Caste etc.
 - **Social Welfare Schemes** including Services: Pensions, Scholarships etc.
 - **Revenue Court** including services: Case Listing, Stay Orders, Final Orders etc.
 - **Ration Card** including services: change of address, additions, deletions etc.
 - **RTI Services** including redressal of Grievances- application tracking, monitoring, redressal, appeals etc. RTI Services will be applicable to all the departments/offices in District Level which have been provided with ICT infrastructure and connectivity for delivery of services under e-District MMP.
- The project envisages a centralized architecture at the State Level with common application software for each of the identified services for all the districts of the state.
- The two key aspects of the scheme are Business Process Reengineering (BPR) and creation of databases based on e-Governance standards for the purposes of ensuring interoperability. BPR is intended to enable process simplification and significant value addition to citizens.

Activities till date:-

- M/S. Deloitte Touche Tohmatsu india Pvt. Ltd. has been awarded the contract to prepare the state DPR on the 19th July 2011.
- Preliminary Study for identification of Services and Service Levels have been completed across 4 Districts of Nagaland.
- Draft DPR based on study to be submitted by 22nd August 2011 following which a Workshop with All the DCs and HoDs of line Depts will be conducted for finalization of DPR.

3. Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005

The powers and duties of the officers in the Directorate are indicated below:-

3.1. Director

The Director is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Director who will be in over all charge of the Department.

3.2. Assistant Director (IT)

He is also the drawing and disbursing officer(DDO) and looks after all establishment matters of the Directorate . Administration of all technical matters and overseeing the implementation of IT activities and projects.

3.3. Program Officers(IT)

There are four Program Officers in the directorate who are assigned with the implementation of following activities:-

- IT Policy/ projects and Technical opinions being sought by user Departments.
- Monitoring and supervision of community information centre.

- Technical matters relating to NSWAN, CSC, State Data Centre
- Capacity building initiatives under NeGP
- Implementation of innovative information technology project under state plan like e-Modop, Village Knowledge centre.
- Preparation of annual plan/administrative reports

3.4. Associate Program Officers(IT)

There is one Associate Program Officer in the directorate who is assigned with the implementation of following activities:-

- IT Policy/ projects and Technical opinions being sought by user Departments.
- Technical matters relating to CSC, Security, Website, FTS.
- Capacity Building initiatives under NeGP, State.
- Implementation of innovative information technology project under state plan like e-Modop, Village Knowledge centre.

4. Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005

The Department follows the procedure laid down in

- (a) Central Civil Services (Leave) Rules 1972
- (b) Nagaland Financial Rule
- (c) Office Procedure (Secretariat Manual 1969)
- (d) Nagaland Services (Discipline and Appeal) Rules 1967
- (e) Nagaland Government Servants Conduct Rules 1968
- (f) Nagaland Directorate/ Ministerial Service Rule 2006
- (g) Annual Plan

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

if a reply is required to be made on any representations, the decisions are communicated to the petitioner.

5. Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

For the discharge of functions allocated to the Information Technology Department and Communication, the department follows the norms set by Govt. of Nagaland, Manual of Office Procedure as also applicable Guidelines of Central/ State Schemes, Rules and Regulation.

6. Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005

The department does not have any specific Acts and Rules under its control or administered by it. The business in the department is carried out with reference to the instructions, rules and regulations and the instructions issued thereof by the Govt. of Nagaland.

7. A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005

SINo	Name / Nature Category of documents	Name of documents	Held by under control of
1	Establishment	General administration, Appointment, promotion, transfer and posting, confirmation of service of all Ministerial staff. Maintenance of personal files of gazetted officer and Ministerial staff.	PIO
2	Planning	Preparation of annual and five year plan documents. Preparation Plan proposals, Achievement Reports, Annual administrative plan	PIO
3	Accounts	Bills and Cash, Budget estimate, revised estimate documents, GPF, T.A. and Tours, Medical bills, leave encashment, monthly expenditure statement, reconciliation of expenditure, Audit and PAC correspondence	PIO
4	IT Projects	IT related projects e-governance projects, Trainings.	PIO

8. Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the participation of non-officials is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

9. A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(1)(b)(viii) of Right to information Act, 2005

9.1. IT Council

(Circular..No.IT/5-10/04, I.T. Deptt., Dated 19-7-2004)

Purpose:

The main objective of IT council is to formulate policy guidance for IT development in the State

Details of Members:-

Chief Minister	-	Chairman
Minister	-	IT&C
Minister	-	Planning
Minister	-	Finance
Minister	-	Health & Family Welfare
Minister	-	Agriculture
Minister	-	School Education
Minister	-	Transport
Minister	-	Home
Minister	-	RD
Minister	-	Industries
Chief Secretary		
Vice Chancellor		
Chief Chancellor Nagaland University		
Director General NIC		
Advisor S&T, NEC Shillong		
Secretary IT&C	-	Member Convener

9.2. State Level e-governance Apex Committee(SeGP)

(Notification No.ITTE/5-17/05 Dt. 24.10.05)

Purpose:

SeGP was formed with a view to increase transparency, efficiency and effectiveness for delivery of citizen services under NeGP. SeGP apex committee is entrusted to provide strategy direction and oversee the state eGovernance programme and ensure inter departmental co-ordination.

Details of members

Chief Secretary	-	Chairman
Addl.Chief Secretary & Development Commissioner	-	Member
Commissioner & Secretary Personnel & Admn Reforms	-	Member
Secretary IT&C	-	Member

9.3. Nagaland State eGovernance Society (NSeGS)

The Nagaland State eGovernance Society (NSeGS), a registered society vide no RS/HOME/5570/2008. Dated 23rd October 2008 is the designated nodal and implementing agency of core projects under the National eGovernance Plan (NeGP)

The society comprises of the board of governors consisting of the following members:

Board of Governors:

Sl No	Particulars	Designation
1.	Chief Secretary	Chairman
2.	Development Commissioner	Vice Chairman
3.	Finance Commissioner	Member
4.	Commissioner Nagaland	Member
5.	Agricultural Production Commissioner	Member
6.	Principal Secretary	Member
7.	Sr. Director e-Governance (MIT), New Delhi	Member
8.	Secretary, IT&C	Member Secretary

The powers and duties of the officers in the NSeGS are indicated below:-

Currently the Society has recruited the following with various privileges to assist the Society in assisting the State projects, there are 4 Project Assistant, 1 Associate Program Officer, 2 Technical Assistant, 1 Finance Officer, 1 Programmer and 1 Assistant Programmer to assist and carry out various IT Projects across the State.

10. Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005

Directorate of Information Technology & Communication			
Sl. No	Name and Designation Of the Officer	Contact Numbers	E-Mail
1	Mr K. T Sukhalu Secretary	0370-2270253	secyit-nql@nic.in
2	Mr Imjung M Panger Director	0370-2271470	dit-nql@nic.in
3	Mr T Tongtiliba Longkumer Assistant Director	0370-2271470	ttlkr@rediffmail.com
4	Mr Chura Katiry Program Officer	0370-2271470	churakatiry@gmail.com
5	Mr Daniel Krocha Program Officer	0370-2271470	danielkrocha@gmail.com
6	Mr Sabou Yashu Program Officer	0370-2271470	Sabou_it@yahoo.com
7	Ms Asono Mor Program Officer	0370-2271470	asonomor@rediffmail.com
8	Mr Ruokuovizo Chupuo Associate Program Officer	0370-2271470	rokovizo@gmail.com
ILP Project Team			
1	Mr. Kemvu Elah PSA, NIC	0370-2270022	elah@nic.in
GIS Team			
1	Mathung GIS Kohima		
2	Imsa GIS Mokokchung	9436001704	imsanaga@yahoo.com

11. Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005

(1) Directorate of Information Technology & Communications

(1-A) Information Technology Section

Sl. No.	Name of Employee	Post / Designation	Group	DOB	Scale of Pay	Total emolument	Supernat ion
1	Mr T Tongtiliba Longkumer	Asst. Director	A	05-08-1963	15,600 – 39,100	48,169.00	
2	Ms Asono Mor	Program Officer	A	03-09-1980	15,600 – 39,100	39,700.00	
3	Mr Daniel Krocha	Program Officer	A	27-03-1975	15,600 – 39,100	39,700.00	
4	Mr Sabou Yashü	Program Officer	A	15-12-1980	15,600 – 39,100	39,700.00	
5	Mr Chura Katiry	Program Officer	A	11-12-1977	15,600 – 39,100	39,700.00	
6	Mr Vineikho	Junion Accounts Officer	B	11-12-1977	9300 – 34800	29,799.00	
7	Mr Ruokuovizo Chupuo	Associate Program Officer	B	06-05-1984	9300 – 34800	27,271.00	
8	Ms Nothono Yoho	Steno	C	21-02-1972	5200 – 20,200	22,940.00	
9	Ms Ketsoseno Tetse-o	UDA	C	18-12-1975	5200 – 20,200	23,140.00	
10	Ms T Asangla Masa	LDA	C	11-10-1972	5200 – 20,200	16,371.00	
11	Mr Makensoba	LDA	C	16-10-1973	5200 – 20,200	16,371.00	
12	L Temsuyanger	Driver	C	17-10-1972	5200 – 20,200	14,198.00	
13	Mr Mezhlukhotuo	Technical Assistant	C	02-05-1976	5200 – 20,200	13,216.00	
14	Ms Viphrezonuo	LDA	C	20-11-1973	5200 – 20,200	13,216.00	
15	Ms Kevilenuo	LDA	C	20-01-1977	5200 – 20,200	13,216.00	
16	Mr Pudusel Theyo	Driver	Fixed	27-05-1980	Fixed	3200.00	
17	Mr Imnasungba	Driver	Fixed	05-03-1984	Fixed	3200.00	
18	Mr Akyuba Sangtem	Driver	Fixed	15-06-1984	Fixed	3200.00	
19	Mr Nokenkumba	Driver	Fixed	17-12-1980	Fixed	3200.00	
20	Mr Tepusakho	Peon	Fixed	07-01-1979	Fixed	3200.00	
21	Mr Ketshulhoulie	Peon	Fixed	12-12-1981	Fixed	3500.00	

22	Mr Neisavituo	Chokidar	Fixed	17-04-1976	Fixed	3500.00	
23	Ms Rusalu	Sweeper	Fixed	10-10-1991	Fixed	3000.00	
24	Ms Viqheli	Sweeper	Fixed	04-01-1975	Fixed	3000.00	
25	Mr Moilong Konyak	Peon	Fixed	12-12-1981	Fixed	3200.00	
26	Mr Amar Bahadur	Electrician	Fixed	14-06-1978	Fixed	3500.00	
27	Mr Tanghiu Khiam	Driver	Fixed		Fixed	3200.00	
28	Mr Imchayanger	PP to Director	Fixed		Fixed	2000.00	

(1-B) Nagaland State e-Governance Society

Sl. No.	Name of the Employees	Name of the Post/ Designation	Date of Birth	Group of post (A/B/C/D/ Fixed)	Scale of Pay
1	Mr Samuel Terieng	Project Assistant	13-10-1979	Fixed	15000
2	Ms Akumla Aier	Project Assistant	25-10-1983	Fixed	15000
3	Mr Yanger Longkumer	Project Assistant	28-01-1984	Fixed	15000
4	Ms Inatoli	Project Assistant	06-02-1985	Fixed	15000
5	Mr Vizosielie	Finance Officer	18-04-1977	Fixed	10000
6	Mr Megosa Mor	Document Officer	27-04-1986	Fixed	10000
7	Mr Kedovizo Tachu	Technical Assistant	11-02-1986	Fixed	8000
8	Mr Kezeneilhou	Technical Assistant	29-05-1986	Fixed	8000
9	Mr Avito	Office Assistant		Fixed	3500
10	Mr Roko Yhoshu	Driver	08-04-1988	Fixed	3200

(1-C) Secretariat Staff.

Sl. No	Name of the employee	Post/ Designation	Group	Pay Band & Grade Pay
1	K.T. Sukhalu	Secretary	A	PB-4 37400-67000 G.P 9900
2	Imjung. M. Panger	Additional Secretary	A	PB-4 37400-67000 G.P 8900
3	Sangmai. C. Imlong	Under Secretary	A	PB-3 15600-39100 G.P 6600
4	Johnny Humtsoe	Section Officer	A	PB-3 15600-39100 G.P 5700
5	Kezevinuo	Junior Section Officer	B	PB-2 9300-34800 G.P 4600
6	Amongla Imti	Steno	A	PB-3 15600-39100 G.P 5700
7	Neikerheü	Steno	A	PB-3 15600-39100 G.P 5700
8	Moishen Phom	Secretariat Assistant	C	PB-2 9300-34800 G.P 4200
9	Hosea Khiam	Secretariat Assistant	C	PB-2 9300-34800 G.P 4200
10	Obangmenla	LDA	C	PB-1 5200-20200 G.P 2600
11	Keneingunuo	Typist (fixed pay)		
12	Shivihe	Peon	D	1S 4400-17200 G.P 1400
13	Kevizeho	Peon	D	1S 4400-17200 G.P 1400
14	Bendang	Peon	D	1S 4400-17200 G.P 1400
15	Khehoto	Peon	D	1S 4400-17200 G.P 1400
16	Keneilesüle	Peon (fixed pay)		

12. Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

The details of the Budget 2010-2011 are as below:

(Rs. In Lac)

Sl. No.	Major Heads/Minor Heads of Development	Annual Plan 2010-2011			
		State Plan	Non-Plan	CSS	Total
0	1	2	3	4	5
1	3425-INFORMATION TECHNOLOGY				
	Major Head: 3425 - Other Scientific Research				
A	001-Direction & Administration				
1	001(01) Salaries		28.84		28.84
2	001(02) Wages		5.87		5.87
3	001(03) Travel Expenses	6.00			6.00
4	001(04) Office Expenses	40.00			40.00
5	001(05) Motor Vehicles	5.00			5.00
6	001(06) NeGP	181.00			181.00
7	001(07) Maintenance	55.00			55.00
8	001(08) Capacity Building	38.00			38.00
9	001(09) Rent, Rate & Taxes	3.00			3.00
10	001(10) Grant in Aid	15.00			15.00
11	001(11) Training	10.00			10.00
	3425-60-001 Sub-Total	353.00	43.60		396.6
B	3425-60-004 Research & Development	50.00			50.00
C	3425-60-800 Other Expenditure				
	3425: TOTAL	403			446.6
D	CAPITAL SECTION				
	4059 Capacity Outlay on Public Works				
	4059-01 Office Building				
	4059-01-051 Construction				
	4059-01-051 (81) Information Technology * Communication	200.00			

Rs. In
Lakh

Sl. No	Head of Account Major/Minor/ Detailed Head of Account	Revised Estimates 2010-11				
		Normal State Plan	Schemes under Non- Lapsable Pool of Resources	Schemes under Central Plan/Centrally Sponsored Schemes (only Central Share)	NEC Sponsored Schemes	Total BE 2009-10 (col. 8 to 11)
1	2	8	9	10	11	12
3425-Other Scientific Research						
A. 001-Direction & Administration						
1	Salaries					
2	Wages					
3	Travel Expenses	6.00	-	-	-	6.00
4	Office Expenses	40.00	-	-	-	40.00
5	Motor Vehicles	5.00	-	-	-	5.00
6	NeGP	430.80	-	-	-	430.80
7	Maintenance	55.00				55.00
8	Capacity Building	38.00	-	-	-	38.00
9	Rent, Rate & Taxes	3.00				3.00
10	Grant in Aid	15.00				15.00
11	Training	10.00	-	-	-	10.00
Total (A):		602.00	-		-	648.68
B	3425-60-004 Research & Development	50.00			-	50.00
C	3425-60-800 Other Expenditure					
	3425: TOTAL	652.80				652.80
D	Capital Section:					
4059 Capacity Outlay on Public Works						
4059-01 Office Building						
4059-01-051 Construction						
4059-01-051 (81) Information Technology * Communication						
		200.00				200.00

13. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005

There are no subsidy components

14. Particulars of recipients of concessions, permits or authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

Nil

15. Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b) (xiv) of Right to Information Act, 2005

The Public can obtain information about the functioning of the Departments in the Web site of Information Technology Department: www.itngl.nic.in.

The site contains information about Department of ITTE and its organizations, technology and application development, News and advertisement, Contact info, infrastructure facilities, guidelines for empanelment of firms, IT Act 2000, IT policy, links to other sites of interest in the country.

16. Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005

The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising. Photo copier are available in the Office of PIO(RTI) for facilitating quick information to the citizens on request, as per relevant provisions of the RTI Act.

17. Name and Designation and other particulars of Public Information Officers under section 4(i)(b) (xvi) Right to Information

17.1. Secretariat

Appellate Authority				
SI No	Name	Designation	Phone	E-mail id
1	Shri. K.T Sukhalu	Secretary IT&C	0370-2270253	secyit-ngl@nic.in

Public Information Officer				
SI No	Name	Designation	Phone	E-mail id
1	Shri Sangmai C Imlong	Under Secretary	0370-2270902	dit-ngl@nic.in

Assistant Public Information Officer				
SI No	Name	Designation	Phone	E-mail id
1	Shri Johnny Humtsoe	Section Officer	0370-2270902	dit-ngl@nic.in

17.2. Directorate

Appellate Authority				
SI No	Name	Designation	Phone	E-mail id
1	Shri. Imjung M Panger	Director	0370-2271470	dit-ngl@nic.in

Public Information Officer				
SI No	Name	Designation	Phone	E-mail id
1	Shri T. Tongtiliba Longkumer	Asst. Director	0370-2271470	dit-ngl@nic.in

Assistant Public Information Officer				
SI No	Name	Designation	Phone	E-mail id
1	Shri Chura Katiry	Program Officer	0370-2271470	dit-ngl@nic.in

18. Such other information as may be prescribed and thereafter updated every year under section 4(i)(b) (xvi) Right to Information